

PROGRAM ANALYSIS STAFF

Work Accomplished and Reports Presently Being Furnished

A. Work Accomplished

1. Staff Studies

a. Financial operation of:

- (1) Foundations
- (2) Preclusive Purchase Agreements
- (3) Special Funds

- b. Consolidation of information and coordination of preparation of Comptroller reports.
- c. Development of more concise and meaningful financial reports.
- d. Reconciliation of reciprocal accounts, Fiscal and Finance Divisions.

2. Analyses

- a. Terminated proprietary projects.
- b. Financial transactions from 1947 - 1956 to develop trends and indices usable for forecasting future needs.
- c. Financial transactions on a covert purchase of scarce minerals for stockpile.
- d. Agency expenditures by fiscal years for each appropriation, Fiscal Years 1947 - 1956.

3. Reports

- a. Value of real property on books of the Agency
- b. Receipt and disbursement of Agency funds and reconciliation of net balances with Agency Treasury accounts current on appropriations 1952 through 1956.
- c. Allotment, obligation and expenditure schedules and charts.
- d. Schedules and charts on personnel trends.

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e. Financial statements

- (1) Quarterly
- (2) Annually
- (3) Special

f. TTY travel authorized (quarterly)

- (1) Domestic
- (2) Foreign

g. Increased cost of quarters furnished Agency personnel overseas occasioned by the application of

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F. Reports Presently Being Furnished

1. Monthly reports

- a. Allotment, obligation and expenditure schedules and charts.
- b. Schedules and charts of personnel strength
- c. Financial reports to the IT/S
- d. Report on appropriation form 133 for presentation to the Bureau of the Budget
- e. Obligation and expenditure trends by fiscal years.

2. Quarterly reports

- a. Summary financial statements
- b. Consolidated Agency financial statement
- c. Agency expenditures by fiscal year
- d. TTY travel authorization
 - (1) Domestic
 - (2) Foreign

3. Annual reports

- a. Summary consolidated Agency financial statement
- b. Consolidated Agency financial statement
- c. Write-off under paragraph 10

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